

٧ بعد عبارات الموافقة والرفض والاستئذان والاستدراك التالية:

- Yes - No - sure - sorry - excuse me - well ...
- Yes, my father is a teacher.
- Sorry, your request was rejected.

٨ تُستخدم (و) لتفصل بين الأجزاء المستقلة في الجملة والتي تربطها الكلمات التالية:

- and - but - for - or - nor - so - yet - however
- The match was over, but the excited fans refused to leave.
- Mr Ashraf explained the lesson twice, yet Aya still didn't understand.
- I am very ill, so I won't go to school.

٩ تُستخدم (و) لتفصل بين الأجزاء المستقلة للجملة التي تبدأ بأي رابط مثل:

- after, before, as soon as, when, while, although, in spite of, as, because, since, if, ...
- While I was playing football, I got a cramp.
- Because Mai got up late, she missed the first lecture.
- If you put on weight, you should follow a diet.
- When Esraa cannot understand a lesson, she gets nervous.
- أما إذا كانت هذه الروابط في وسط الجملة فغالباً لا نستخدم (و):
- I got a cramp while I was playing football.

١٠ تُستخدم (و) لتفصل بين الأجزاء المستقلة للجملة التي تبدأ بعبارات اسم الفعل (ing) واسم المفعول (P.P.) والصيغة المصدرية (To + inf.):

- Having done enough revision, he was sure to pass the exam.
- Destroyed in an accident, the car became useless.
- To get the full-marks, you must use El-Moasser.

١١ تُستخدم (و) قبل الجزء الأخير من الجملة الذي يعبر عن شيء من التناقض:

- I think this person is ignorant, not stupid.

١٢ تُستخدم (و) بعد الظروف التي تأتي في بداية الجملة وتؤثر على المعنى بالكامل مثل:

- Fortunately, Unfortunately, Luckily, Unluckily, Finally, Unexpectedly, surprisingly ...
- Surprisingly, he agreed to help us.

١٣ تُستخدم (و) لفصل أجزاء العناوين:

- I live in Edfu, Aswan.

١٣ تُستخدم (,) لفصل أجزاء التاريخ (ما عدا اليوم والشهر):

- February 22, 2011, was the happiest day in my life. I got married.

١٤ تُستخدم (,...) لفصل العبارات أو المفردات الاعتراضية التي يمكن الاستغناء عنها في الجملة:

- That Friday, which happened to be my birthday, was the only day when I was free.
- The weather was fine in the park. The grassy land, on the other hand, was very wet.
- My only sister, Amira, helps mum with the housework.

- أما إذا كانت هذه العبارات أو المفردات أساسية ولا يمكن الاستغناء عنها فلا يمكن استخدام (,...) وأهمها العبارات التي تبدأ بـ (that):

- The book that I borrowed from you is excellent.
- The oranges that fell out of the basket are damaged now.
- She believes that she will win the race.

- الأمثلة التالية توضح الفرق بين الحالات التي تُستخدم أو لا تُستخدم فيها (,...) في عبارات الوصل:

- Students who cheat only harm themselves. (Essential: no commas)
- Shady, who often cheats, is only harming himself. (Nonessential: use commas)
- The child wearing a green dress is my daughter. (Essential: no commas)
- My daughter, wearing a green dress, is playing in the hall. (Nonessential: use commas)

ملحوظة هامة: يتم ترك مسافة (space) بعد (,) وليس قبلها

#### 4 | النقطة (:.) / The period / full stop

وتُستخدم النقطة في الحالات التالية:

١ في نهاية الجملة الخبرية:

- I went to the market.
- When you have a cold, you should rest in bed.

٢ في نهاية جملة الأمر:

- Send this file to Mr Ayman, Ola.
- Don't shout at your sister.

٣ في نهاية الاختصارات:

- Telephone Number = Tel. No.
- September = Sept.
- Page = p.
- Monday = Mon.

## 5 | علامة الاستفهام (?): The question mark

وتُستخدم علامة الاستفهام في الحالات التالية:

١ في نهاية السؤال الذي يبدأ بأداة استفهام مثل:

- What, Where, When, Why, Which, Who, Whom, Whose, How
- Where is my tablet, mum?
- How many close friends do you have?

٢ في نهاية الاستفهام الذي يبدأ فعل مساعد أو ناقص مثل:

- am, is, are, was, were - do, does, did - have, has, had
- can, could, will, would, shall, should, may, might ...
- Is Soha at home?
- Would you like to have a cold drink?

- لاحظ أن (Do) يمكن أن تُستخدم في بداية الجملة كفعل أساسي لإعطاء الأمر وفي هذه الحالة نستخدم (.) وليس (?) في نهاية الجملة:

- Do your homework.

## 6 | علامة التعجب (!): The exclamation mark / Exclamation point

وتُستخدم علامة التعجب في الحالات التالية:

١ بعد التعبيرات التي تدل على مشاعر قوية مثل الحب أو الخوف أو الغضب:

- What a terrifying animal!
- Help!
- I love you!

٢ بعد التعبيرات التي تدل على الأمر القوي:

- Stop! Police!

٣ بعد التعبيرات التي تدل على التعجب أو الدهشة:

- Oh, my God!
- Wow!
- Great!

٤ بعد التعبيرات التي تدل على المزاح أو السخرية:

- Ha! Ha! Ha!!

لاحظ أن علامة التعجب في نهاية الجملة تحل محل النقطة (.)

- You are my best friend!

لاحظ أن علامة التعجب تُستخدم في أضيق الحدود في الكتابات الرسمية.

## 7 | Colon (:): النقطتان

وتُستخدم النقطتان في الحالات التالية:

❶ قبل القوائم (lists):

- I put the following things into the shopping bag: apples, tomatoes, a carton of milk and a bottle of oil.

❷ في العناوين الوصفية (descriptive titles):

- Treasure Island: An Adventure Novel
- Education: An Investment in the Future of the Country

❸ للتعبير عن النسبة (proportion):

- The ratio of girls to boys in my school is 2 : 1.

❹ لفصل الساعة عن الدقائق:

- It is 02:15.

## 8 | Semi-colon (;): الفاصلة المنقوطة

وتُستخدم الفاصلة المنقوطة في حالتين هما:

❶ لربط جملتين كاملتين في جملة واحدة دون استخدام كلمات وعبارات الربط:

- I opened the door; it was cold outside.

❷ لإضافة تفاصيل لعناصر القائمة:

- I met people from England; London, Canada; Toronto, France; Paris.

## 9 | Quotation marks / Speech marks ("..."): علامات التنصيص

وتستخدم علامات التنصيص ليوضع بينهما نص الكلام المباشر (لا بد أن يبدأ الكلام بينهما بحرف كبير):

- "I don't mind fish," said Omar. "But I prefer chicken".

## 10 | Hyphen (-): الشريطة

وتستخدم الشريطة لربط أجزاء الكلمات المركبة مثل

- sub-part
- twentieth-century cinema
- six-year-old children

## Exercise On Punctuation

★ Choose the correct answer from a , b , c or d :

1. Punctuation is a system of symbols that we use in ..... language.  
a. spoken                      b. written                      c. heard                      d. said
2. What are the symbols used in punctuation called?  
a. punctuals                      b. punctuality  
c. punctuations                      d. punctuation marks
3. Which of the following are examples of punctuation marks?  
a. commas and full stops                      b. dollar and pound signs  
c. plus and minus signs                      d. rhymes and rhythm
4. Everybody at the school, including the teachers and ..... are happy when summer holiday starts.  
a. students                      b. students;                      c. students,                      d. students:
5. Choose the statement with the correct punctuation.  
a. I met a clever Egyptian woman.  
b. I met a clever, Egyptian woman.  
c. I met a clever Egyptian, woman.  
d. I met a clever, Egyptian, woman.
6. This is utterly incredible .....  
a. .                      b. :                      c. ;                      d. !
7. Quotation marks are put ..... the words being quoted.  
a. between                      b. before                      c. after                      d. b & c
8. Which of these is used to separate **يفصل** short clauses of a compound sentence? **جملة مُركَّبة**  
a. Colon                      b. Full stop                      c. Semicolon                      d. Comma
9. Which description best suits the full-stop?  
a. A dot at the end of a sentence which leads to the next sentence.  
b. A dot at the end of a sentence indicating that the sentence is complete.  
c. A curve in a sentence indicating when the sentence should finish.  
d. A dot in a sentence.
10. When should you use an apostrophe?  
a. For a contraction (where letters are missing).  
b. When an independent clause is attached to a dependent clause.  
c. To indicate possession (where a noun owns something).  
d. a & c

11. What is the function of a colon?
  - a. To indicate a series of options.
  - b. To remove water from digested food in the intestine.
  - c. To use when commas get boring.
  - d. To indicate that a new sentence has begun.
12. Which of these is not a punctuation mark?
  - a. Full stop      b. Hashtag      c. Comma      d. Colon
13. Which of the following can be used to express strong feelings in written English?
  - a. a quotation mark      b. an exclamation mark
  - c. a question mark      d. a period
14. Watch out for your broken arm .....
  - a. ,      b. !      c. ?      d. ;
15. The ..... is found in the Middle East.
  - a. red sea      b. Red sea      c. red Sea      d. Red Sea
16. Stand up now .....
  - a. ?      b. .      c. :      d. ;
17. Choose the statement with the correct punctuation.
  - a. My uncle who lives in Assuit is a doctor
  - b. My uncle, who lives in Assuit is a doctor
  - c. My uncle who lives in Assuit, is a doctor
  - d. My uncle, who lives in Assuit, is a doctor.
18. When will you return to our city.....
  - a. ?      b. .      c. ;      d. !
19. "Full stops" are also called .....
  - a. dates      b. periods      c. endings      d. points
20. Which example would not have an exclamation mark at the end?
  - a. Let me out of this box
  - b. I'm going to get some juice, want some
  - c. Punctuation is my best friend
  - d. There is no such thing as English
21. She asked what time the department meeting would start .....
  - a. .      b. ,      c. ;      d. ?
22. The full stop is used at the end of a / an .....
  - a. statement      b. question      c. exclamation      d. inquiry

23. Wow..... You really obtained a gold medal in the Olympics.  
a. ?                      b. .                      c. ;                      d. !
24. Who do you think will win the race .....  
a. .                      b. ,                      c. !                      d. ?
25. Mr Mohammed lives in Aswan..... his brothers live in Assuit.  
a. ,                      b. “ ”                      c. ;                      d. .
26. What's the punctuation mark indicating a question called?  
a. a question tag                      b. a question word  
c. a question mark                      d. a question sign
27. What is missing from the following sentence?  
The day which happens to be Tuesday is hot and windy.  
a. An exclamation mark  
b. A semi-colon  
c. Commas: one after “happens” and one after “hot”  
d. Commas: one after “day” and one after “Tuesday”
28. Which of these is used to convey proportions?  
a. Comma                      b. Semicolon                      c. Colon                      d. Hyphen
29. Which sentence would mean that Omar is being invited to eat?  
a. Let's eat Omar!  
b. Let's eat: Omar!  
c. “Let's eat, Omar”?  
d. Let's eat, Omar!
30. Which of the following sentences has the correct punctuation?  
a. Omar, and Ali who have always been friends, no longer talk to each other.  
b. Omar and Ali who have always been friends no longer talk to each other.  
c. Omar and Ali, who have always been friends, no longer talk to each other.  
d. Omar and Ali, who have always been friends, no longer, talk to each other.
31. “I offered the children bananas ..... beaches .....pears and plums.” What punctuation marks do we need in the spaces?  
a. ,                      b. ;                      c. -                      d. :
32. The ..... is used after a word used to address a person.  
a. colon                      b. semi-colon                      c. apostrophe                      d. comma
33. He was a man without a plan..... a rebel without a cause.  
a. .                      b. !                      c. ;                      d. ,
34. You must leave a space ..... every comma in a sentence.  
a. before                      b. after                      c. around                      d. between

35. Miss Lamees ..... class is the best class at school!  
 a. s'                      b. 's                      c. '                      d. b & c
36. To ....., she agreed to marry a man of her father's age.  
 a. everybody's surprise                      b. everybodys surprise  
 c. everybodys' surprise                      d. everybody's surprise
37. Mr Ashraf is a self ..... made man.  
 a. ,                      b. ;                      c. -                      d. :
38. Which of these is used between sentences which are grammatically independent?  
 a. apostrophe                      b. Colon                      c. Comma                      d. Hyphen
39. .... I haven't seen Esraa today, ..... said Tom.  
 a. ' 'apostrophes                      b. " " speech marks  
 c. , , commas                      d. () brackets
40. In Allen Poe's ..... Poe described a man with a guilty conscience.  
 a. short story, The Tell-Tale Heart  
 b. short story, "The Tell-Tale Heart,"  
 c. short story. "the Tell-Tale Heart,"  
 d. short story The Tell-Tale Heart,
41. Malak said that the Earth was flat ..... but I said it was round.  
 a. Full-stop                      b. Colon                      c. Comma                      d. Semi-colon
42. I told the students to bring the following items ..... a pen, a pencil, a ruler and an exercise book.  
 a. ,                      b. ;                      c. /                      d. :
43. Advertising is considered an important part for big business, ..... to customers sometimes.  
 a. but-a trick                      b. but, a trick;                      c. but a trick                      d. but, "a trick,"
44. Which of these is used to separate a series of loosely related clauses?  
 a. Semi-colon                      b. Colon                      c. Comma                      d. Full stop
45. Mansour..... the carpenter...made this cupboard.  
 a. ,                      b. " "                      c. [ ]                      d. ( )
46. Which CANNOT come at the end of a sentence?  
 a. A period                      b. A colon  
 c. An question mark                      d. An exclamation mark



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55. Which of the following sentences has the correct punctuation?
- The school trip has three supervisors Mr Taha, Mr Radwan and Mr Ahmed Galal.
  - The school trip has three supervisors: Mr Taha, Mr Radwan and Mr Ahmed Galal.
  - The school trip has three supervisors, Mr Taha, Mr Radwan and Mr Ahmed Galal.
  - The school trip has three supervisors; Mr Taha, Mr Radwan and Mr Ahmed Galal.
56. Which of the following sentences has the correct punctuation?
- I read Treasure Island, my friend read King Lear.
  - I read Treasure Island; my friend read King Lear.
  - I read Treasure Island: my friend read King Lear.
  - I read Treasure Island my friend read King Lear.
57. Which of the following sentences has the correct punctuation?
- The airport announcer said: "The 8:30 p.m. flight to Dubai is now boarding."
  - The airport announcer said "The 8:30 p.m. flight to Dubai is now boarding."
  - The airport announcer said, "The 8,30-p.m. flight to Dubai is now boarding."
  - The airport announcer said; "The 8:30 p.m. flight to Dubai is now boarding."
58. Which of the following sentences has the correct punctuation?
- Humanity has only one thing left: hope.
  - Humanity has only one thing left; hope.
  - Humanity has only one thing left, hope.
  - Humanity has only one thing left, "hope."
59. Which of the following sentences has the correct punctuation?
- While we were walking by the Nile; the moon rose.
  - While we were walking by the Nile. The moon rose.
  - While we were walking by the Nile, the moon rose.
  - While we were walking by the Nile; then, the moon rose.

60. Which of the following sentences has the correct punctuation?
- Opening the door quietly the two officers surprised a thief as he was putting the money in his bag.
  - Opening the door quietly, the two officers surprised a thief as he was putting; the money in his bag.
  - Opening the door quietly; the two officers surprised a thief as he was putting the money in his bag.
  - Opening the door quietly, the two officers surprised a thief as he was putting the money in his bag.
61. Which of the following sentences has the correct punctuation?
- If you don't understand, keep your questions till the end of the lecture.
  - Please keep your questions till the end of the lecture. If you don't understand.
  - Please keep your questions till the end of the lecture; if you don't understand.
  - If you don't understand; please keep your questions till the end of the lecture.
62. Which of the following sentences has the correct punctuation?
- I have a bad cold, consequently, I won't come to your birthday party.
  - I have a bad cold consequently I won't come to your birthday party.
  - I have a bad cold; consequently, I won't come to your birthday party.
  - I have a bad cold and consequently, I won't come to your birthday party.
63. Which Paragraph is punctuated correctly?
- Othman had a hard time selling cabbages, carrots and garlic. His mothers organic fertiliser might be to blame as it's pretty smelly and can't be touched without the use of gloves?
  - Othman had a hard time selling cabbages. Carrots and garlic. His mothers organic fertiliser might be to blame as it's pretty smelly and can't be touched without the use of gloves!
  - Othman had a hard time selling cabbages, carrots and garlic. His mother's organic fertiliser might be to blame as it's pretty smelly and can't be touched without the use of gloves.
  - Othman had a hard time selling cabbages; carrots; and garlic. His mother's organic fertiliser might be to blame, as it's pretty smelly and can't be touched without the use of gloves.

## II Paragraph Writing: كتابة الفقرة الإنشائية

- What is a paragraph? ما هي الفقرة الإنشائية؟
  1. A paragraph is a series of sentences that talk about a specific subject. الفقرة الإنشائية هي مجموعة من الجمل التي تتحدث عن موضوع محدد.
  2. It doesn't really matter how many sentences a paragraph has, but a good paragraph consists of 5-7 sentences. There is a topic sentence, 3 supporting sentences, and a conclusion sentence. ليس من المهم عدد الجمل التي تتكون منها الفقرة الإنشائية لكن تتكون الفقرة الإنشائية الجيدة من 5-7 جمل: جملة افتتاحية و 3 جمل داعمة على الأقل وجملة ختامية.
  3. A paragraph starts on an indented line. تبدأ الفقرة الإنشائية بسطر ذو مسافة بادئة (فراغ يكفي خمس حروف).
  4. The lines that a paragraph should include in are at least three to five, not more. تتضمن الفقرة الإنشائية ثلاثة أسطر على الأقل ولا تزيد عن خمسة.
- What are the characteristics of a good paragraph? ما هي خصائص الفقرة الإنشائية الجيدة؟

### 1 | Unity: الائتلاف (أحادية الفكرة)

Unity in the paragraph means oneness أحادية of idea. A good paragraph possesses unity when all the sentences develop the main idea. Unity in the paragraph is achieved by the use of (1) a topic sentence with its controlling idea (2) supporting details, and (3) a clinching (=closing / conclusion) sentence.

### 2 | Coherence ترابط / تلاخُم / تماسك

The word "coherence" means "holding together" الترابط. If the sentences in the paragraph should relate to the topic sentence to make a unified whole لتوحد كل، these sentences should be arranged in an orderly sequence and linked to one another to ensure a smooth progression تسلسل of ideas from one sentence to another.

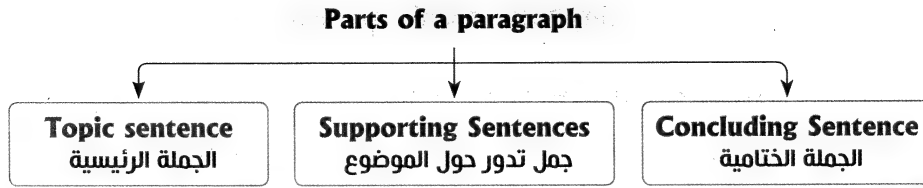
### 3 | Emphasis توكيد الأولويات

Emphasis is concerned with how important the ideas can be made prominent. بارز.

Important ideas are given prominence by placing them at the beginning or at the end of the paragraph.

## أجزاء الفقرة الإنشائية Parts of a paragraph

ما هي أجزاء الفقرة الإنشائية؟ What are the parts of a paragraph?



### 1 Topic Sentence (=Introduction sentence) (الجملة الرئيسية (=جملة المقدمة))

The Topic sentence is often the first sentence of a paragraph. It states the main idea of the paragraph.

غالبًا ما تكون جملة الموضوع هي الجملة الأولى من الفقرة الإنشائية، وهي توضح الفكرة الرئيسية للفقرة.

#### Questions & Answers

- **What do we leave at the beginning of the first line of a paragraph?**
  - A space of about five letters. مسافة فارغة تكفي خمس حروف.
- **What is a topic sentence?**
  - The topic sentence is the first sentence in a paragraph.
- **What does a topic sentence do?**
  - It introduces the main idea of the paragraph.
- **How do I write a topic sentence?**
  - Summarize **لخص** the main idea of your paragraph.
  - Make clear **وضح** what your paragraph will be about.

### 2 Supporting Sentences (Body): (الجملة الداعمة (الفتن))

The supporting sentences explain more about the topic sentence by showing some facts, statistics, or examples regarding the topic. It also includes the writer's experience and their own analysis. Supporting sentences are used to develop the topic sentence.

تشرح الجمل الداعمة المزيد عن الجملة الافتتاحية من خلال عرض بعض الحقائق أو الإحصائيات أو الأمثلة المتعلقة بالموضوع، وتشمل أيضًا تجربة الكاتب وتحليله الخاص، تستخدم الجمل الداعمة لتطوير جملة الموضوع.

#### Questions & Answers

- **What are the supporting sentences?**
  - They come after the topic sentence and make up the body of a paragraph.

• **What do supporting sentences do?**

- They give details to develop and support the main idea of the paragraph.

• **How do I write supporting sentences?**

- You should give supporting facts, details, and examples.

**3 Concluding Sentence (= Closing Sentence):** (جملة الختامية = جملة الخلاصة)

A concluding sentence is the end of the paragraph. It ties all ideas given in the paragraph and emphasizes the main idea one last time. In the concluding sentence, the writer usually restates their topic sentence or summarizes the main points of the paragraph.

الجملة الختامية هي نهاية الفقرة الإنشائية، وهي تربط جميع الأفكار الواردة في الفقرة وتؤكد الفكرة الرئيسية مرة أخيرة، وفي الجملة الختامية، يعيد الكاتب صياغة جملة الموضوع أو يلخص النقاط الرئيسية في الفقرة.

**Questions & Answers**

• **What is a closing (concluding) sentence?**

- A closing sentence is the last sentence in a paragraph.

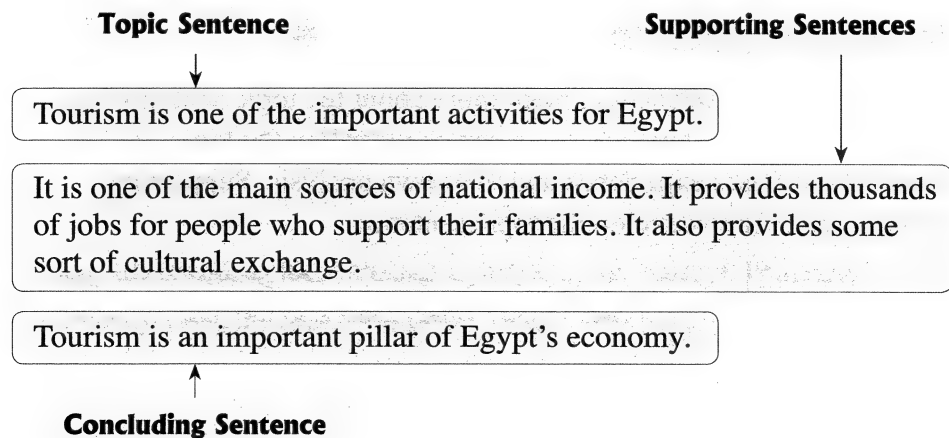
• **What does a closing sentence do?**

- It restates تُعيد صياغة the main idea of a paragraph.

• **How do I write a closing sentence?**

- Restate أعد صياغة the main idea of the paragraph using different words.

**رسم توضيحي لأجزاء الفقرة الإنشائية An illustration of the parts of a paragraph**

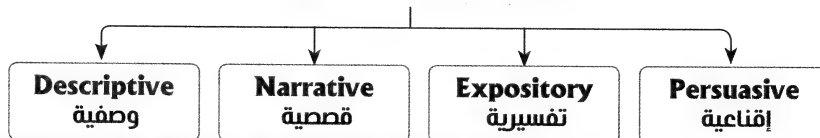


## أنواع الفقرة الإنشائية Types of a paragraph

ما هي أنواع الفقرات الإنشائية؟ What are the types of Paragraphs?

The most important types of paragraphs are: descriptive, narrative, expository, and persuasive.

### Types of a paragraph



### 1 Descriptive Paragraph: الفقرة الإنشائية الوصفية

This type of paragraph describes the topic. A descriptive paragraph usually appeals to the five senses of touch, smell, sight, sound, and taste. This type of paragraph can be more artistic and may not follow grammatical standards.

هذا النوع من الفقرات الإنشائية يصف الموضوع، وعادةً ما تخاطب الفقرة الوصفية الحواس الخمس: اللمس والشم والبصر والصوت والتذوق، ويمكن أن يكون هذا النوع من الفقرات ذو طابع أدبي وقد لا يتبع المعايير النحوية.

#### A sample descriptive paragraph

My mother's last smile to me wasn't a sunset. It was an eclipse, the last eclipse. It was noon dying away to darkness where there would be no dawn. Mum passed away taking love, care and warmth with her to her grave.

### 2 Narrative Paragraph: الفقرة الإنشائية الروائية

This type of paragraph narrates a story. We can call it a mini short story. It includes a sequence of topic sentences like a clear start, middle of the topic, and an end to the paragraph.

هذا النوع من الفقرات الإنشائية يروي قصة، ويمكننا أن نسميها قصة قصيرة مُصَغَّرة، وهي تتضمن سلسلة من الجمل الرئيسية التي تشير إلى البداية الواضحة ومنتصف الموضوع ونهاية الفقرة.

#### A sample narrative paragraph

Sama has had a busy day. In the morning, she went to school where she had six lessons. After returning home, she quickly had lunch and soon she started to help her mother with the housework. As soon as they had finished it, Sama started doing her homework. Sama is dead tired now. She intends to have a light supper, shower and go to bed.

### 3 Expository (how-to) Paragraph: الفقرة الإنشائية التفسيرية

An expository paragraph defines something or gives instructions. It may also explain a process and influence the reader step by step. This expository paragraph usually needs research, but it's also possible to rely on the writer's knowledge and experience.

إن الفقرة الإنشائية التفسيرية تُعرِّف شيئاً ما أو تعطي تعليمات، وقد تفسّر أيضاً عملية ما وتؤثر على القارئ خطوة بخطوة، وعادةً ما تحتاج هذه الفقرة التفسيرية إلى البحث، ولكن من الممكن أيضاً الاعتماد على معرفة الكاتب وخبرته.

#### A sample expository paragraph

My sister Heba is my best friend for many reasons. First, she is always helpful. After I had a baby, I was really tired, so she came over to hold the baby while I took a rest. Also, she is a good listener. Whenever I have a problem, she hears my worries and helps me decide. Finally, she is funny! Heba always tells me the funniest jokes that make me laugh. All in all, I can't dream of a better friend than Heba.

### 4 Persuasive Paragraph: الفقرة الإنشائية الإقناعية

A persuasive paragraph seeks to make the readers admit a writer's point of view or know his/her position. Persuasive paragraphs are often used by the teachers because it is beneficial when building an argument. Also, it makes a writer research and collect some facts on the topic.

تسعى الفقرة الإنشائية الإقناعية إلى جعل القراء يتبنون وجهة نظر الكاتب أو يعرفون موقفه، غالباً ما يستخدم المعلمون الفقرات الإنشائية الإقناعية لأنها مفيدة عند بناء مناقشة، كما أنها تجعل الكاتب يقوم بإجراء بحث وجمع بعض الحقائق حول الموضوع.

#### A sample persuasive paragraph

In this age of technology, all students should learn Internet use, and there should be a course to teach it. The first reason is going to school. In the twenty-first century, almost all classes require some computer use. Secondly, it's getting almost impossible to find a job that doesn't require computer skills of some sort. If people don't have computer skills, they will fail in the job market and in life.



### الكلمات والتعبيرات الانتقالية (الروابط) Important transition words & expressions

Transition words and phrases are used to show the connection between two sentences or paragraphs.

تستخدم الكلمات والتعبيرات الانتقالية لإظهار العلاقة بين جملتين أو فقرتين  
أهم الكلمات والتعبيرات الانتقالية:

العطف / الإضافة Addition			
additionally	بالإضافة إلى ذلك	again	مرة أخرى
in addition	بالإضافة إلى ذلك	and	و
besides that,	بالإضافة إلى ذلك	besides	بالإضافة إلى
moreover	بالإضافة إلى ذلك	in addition to	بالإضافة إلى
furthermore	بالإضافة إلى ذلك	along with	بالإضافة إلى
as well as	بالإضافة إلى	equally important	بنفس الأهمية

المقارنة Comparison			
also	ايضاً	likewise	وبالمثل
as well	ايضاً	similarly	بشكل مُشابه
in the same manner	بنفس الكيفية	too	ايضاً

التناقض contrast			
although	برغم أن	in spite of	بالرغم من
but / still	لكن	nevertheless	مع ذلك
despite	برغم	on the contrary	علي النقيض
even though	برغم أن	on the other hand	من الناحية الأخرى
however	مع ذلك	though	برغم أن
in contrast	علي النقيض	yet	مع ذلك

الختام conclusion			
all in all	في المجمل	therefore	لذلك
in conclusion	الخلاصة	to conclude	خلاصة الموضوع
in other words	بعبارة أخرى	to put the whole matter in a nutshell	خلاصة الموضوع

in short	باختصار	to sum up	خلاصة الموضوع
in summary	باختصار	finally	أخيراً
on the whole	في المجمل	to summarize	خلاصة القول

التسلسل الزمني Sequence			
after	بعد	in the first place	في المقام الأول
after that	بعد ذلك	later	فيما بعد
as	عندما / لأن	meanwhile	في تلك الأثناء
as long as	طالما	next	ثم
afterwards	بعد ذلك	once	بمجرد أن
as long as	طالما	shortly after	بمجرد أن
as soon as	بمجرد أن	since	منذ
at last	أخيراً	subsequently	بعد ذلك
before	قبل	the moment	في اللحظة التي
during	أثناء / خلال	then	ثم
earlier	قبل ذلك	thereafter	بعد ذلك
first (second...)	أولاً (ثانياً ...)	until / till	حتى / لغاية
formerly	قبل ذلك	when	عندما
immediately	علي الفور	while	بينما

السبب والنتيجة Cause & Effect			
accordingly	وفقاً لذلك	otherwise	وإلا - خلاف ذلك
as a result	كنتيجة لذلك	since / as	لأن
because of that	لأن	so	لذلك
consequently	نتيجة لذلك	then	إذن
for this reason	لهذا السبب	therefore	بناءً على ذلك
hence	ولذلك - ومن ثم	thus	لذلك

## Giving examples إعطاء أمثلة

for example	علي سبيل المثال	specifically	تحديدًا
for instance	علي سبيل المثال	that is	وذلك يعني
in fact	في الحقيقة	to illustrate ...	ولتوضيح ...

## Exercise Paragraph Writing

★ Choose the correct answer from a , b , c or d :

- What is the first sentence of a paragraph called?
  - The introduction sentence
  - The topic sentence
  - The closing sentence
  - The supporting sentence
- What is a paragraph?
  - A series of sentences that talk about various subjects.
  - Made up of only one sentence.
  - A series of sentences that talk about a specific subject.
  - A series of paragraphs about one main idea or point.
- When do you use supporting details or supporting sentences?
  - Never use these in paragraphs because they are for essays only.
  - Before the first sentence at the introduction.
  - After the topic sentence and before the closing sentence.
  - After the last sentence because it helps you summarize the paragraph.
- How many sentences does a paragraph nearly have?
  - 5-7
  - 6-8
  - 3-4
  - 9-10
- How many topics should a paragraph cover?
  - One
  - Two
  - Three
  - Five
- What is smooth and logical flow of sentences in a paragraph called?
  - Unity
  - Emphasis
  - Coherence
  - Incoherence
- Which of the following would be the best topic for an argument paragraph?
  - Green is my favorite color.
  - War can lead to many deaths.
  - The new law was a wise decision.
  - Lions eat meat.
- Which paragraph tells a story?
  - Descriptive paragraph.
  - Persuasive paragraph.
  - Expository paragraph.
  - Narrative paragraph.

9. How should the topic sentence of a paragraph be?
  - a. As broad and general as possible.
  - b. Always about science.
  - c. Broad enough to explicate يُفسِّر the topic.
  - d. Something the writer is interested in.
10. How many sentences should be there to form a paragraph?
  - a. Two sentences are enough for being called a paragraph.
  - b. At least three sentences must be there.
  - c. At least five sentences are required for a paragraph.
  - d. It doesn't really matter how many sentences are there.
11. Which is an example of cause-and-effect sentence? جملة سبب ونتيجة
  - a. Sama used to play video games for hours, that's why her eyesight has become weaker.
  - b. Sama played video games and the Internet slowed down.
  - c. Sama stopped playing video games when she started school.
  - d. Sama bought a new game after Rody did.
12. A transition is .....
  - a. signal words that help organize a paragraph, using time order or listing order.
  - b. a series of sentences about one main idea, or point.
  - c. the sentences that express the main point, or idea, of a paragraph.
  - d. reasons, examples, and other details that support the main point of the paragraph.
13. A topic sentence is .....
  - a. reasons, examples, and other details that support the main point of the paragraph.
  - b. a sentence with signal words that increase effectiveness of organization.
  - c. a way to conclude the paragraph so the reader knows what the entire paragraph was about.
  - d. the sentence that expresses the main point, or idea, of a paragraph.

14. A supporting detail sentence is ..... .
- a. a series of paragraphs about one main idea, or point.
  - b. signal words that help organize a paragraph, using time order or listing order.
  - c. reasons, examples, and other details that support the main point of the paragraph.
  - d. a way to conclude the paragraph so the reader knows what the paragraph was about.
15. Choose the best topic sentence:
- ..... . On the contrary of some species of dogs, they do not need a lot of exercise every day. Crowds and loud noises do not make them nervous. They do not mind being alone for hours. Above all this, they are known to be patient and loving with children. If you are a city-dweller, I recommend this breed of dog.
- a. Bulldogs are a good choice of dog for people who live in cities.
  - b. Every family should have a dog.
  - c. Not all dogs are happy living in the city.
  - d. All species of dogs are pretty much alike – they're all the same.
16. Read the following paragraph, then choose the correct topic sentence.
- Malaysians spend more than \$50 million a year to buy imported fruits. Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties. Except for durians, mangoes and rambutans, Malaysians generally like imported fruits.
- a. Malaysians spend more than \$50 million a year to buy imported fruits.
  - b. Much of this money can be kept in the country if Malaysians consume more local fruits of which there are more than twenty varieties.
  - c. Except for durians, mangoes and rambutans, Malaysians generally like imported fruits.
  - d. None of the above.

17. Choose the best topic sentence:  
..... He always takes the time to listen to the details of my complaints. When I was in the hospital, he came to visit me. He always makes sure I get the medication I need. Several of my friends now go to see him, and they like him as much as I do!
- a. I love my father.
  - b. Seeing a doctor has become very expensive.
  - c. I am very happy with my doctor.
  - d. It is hard to find a good doctor.
18. Choose the supporting sentence(s) for this topic sentence:  
I have to look for another job.
- a. I am lucky that I still have a job.
  - b. The commute is very long.
  - c. As we now have another child, my salary isn't enough for our family.
  - d. b & c
19. Read the following paragraph, then choose the correct topic sentence.  
The way a bird flies often shows what it is doing. When it is flying to warmer places for winter, it flies straight. When it is catching insects, it moves about in many directions.
- a. The way a bird flies often shows what it is doing.
  - b. When it is flying to warmer places for winter, it flies straight.
  - c. When it is catching insects, it moves about in many directions.
  - d. None of the above.
20. Choose the best topic sentence:  
..... Most people who earn the minimum salary are trying to support families with it. No one working full-time and earning the minimum salary makes enough money to pay for their necessities. If we raise the minimum salary, families will have more money to spend, and therefore other businesses will make more money. For so many reasons, it is the best thing to do.
- a. This economy is especially hard for small business owners.
  - b. It is due time to raise the minimum salary.
  - c. We must worry about jobs, not salaries.
  - d. Parents in Cairo have a lot of expenses.

21. Choose the supporting sentence(s) for this topic sentence:  
Parents should not allow young children to cross this busy road on their own.
- Cars are always speeding down that avenue.
  - Last year, two children were injured while crossing that street.
  - There are many good restaurants on that street.
  - a & b
22. Read the following paragraph, then choose the correct topic sentence.  
Heavy rain stops many of our activities. Games, sports, picnics and other outdoor activities are interrupted by rain. Heavy rain also prevents fishermen from going out to sea.
- Games, sports, picnics and other outdoor activities are interrupted by rain.
  - Heavy rain also prevents fishermen from going out to sea.
  - Heavy rain stops many of our activities.
  - None of the above.
23. Choose the supporting sentence(s) for this topic sentence:  
Most students need to learn good ways to study.
- Sometimes cheating homework in a group can be helpful.
  - Studying instead of sleeping doesn't help learning or test scores.
  - Making friends is important to happiness and success.
  - Many high-paying jobs require a university degree.

### III Essay (Paper) Writing: كتابة المقال

#### • What is an essay (a paper)?

ما هو المقال؟

An essay (a paper) is a short formal piece of writing which deals with a single subject.

المقال عبارة عن عمل كتابي قصير باللغة الرسمية يتناول موضوع واحد.

#### • What is a thesis statement (a topic statement)?

ما هي الجملة الرئيسية؟

The thesis (or topic) statement accurately states the main idea of the essay. It sets limits on the topic. The thesis works as a road map for the whole essay, showing the readers what you have to say and which main points you will use to support your ideas.

توضح الجملة الرئيسية (أو جملة الموضوع) بدقة الفكرة الرئيسية للمقال، وهي تضع حدوداً للموضوع. وتعمل الجملة الرئيسية كخارطة طريق للمقال بأكمله، حيث تُظهر للقراء ما لديك لتقوله والنقاط الرئيسية التي ستستخدمها لدعم أفكارك.

- What does an essay consist of? / What are the main parts of an essay?

مما يتكون المقال؟ / ما هي الأجزاء الرسمية للمقال؟

In general, an essay has three parts:

### 1 Introduction: (التمهيد)

The introduction is the first paragraph of your essay. This is where you introduce your topic (thesis) for the first time. You can give a very brief summary of your essay in the introductory paragraph. Generally, the introduction is not very long, about 4-6 lines. In the introduction, try to draw and keep the readers' attention. To do so, you can start with a quote, a proverb, a definition or a question.

المقدمة هي الفقرة الأولى من مقالتك، هذا هو المكان الذي تقدم فيه موضوعك الرئيسي (أطروحتك) لأول مرة، ويمكنك تقديم ملخص موجز لمقالك في الفقرة التمهيدية. بشكل عام، المقدمة ليست طويلة جداً، حوالي 4-6 أسطر. في المقدمة، حاول أن تجذب انتباه القراء وتحافظ عليه. وللقيام بذلك يمكنك البدء باقتباس أو قول مأثور أو تعريف أو سؤال.

### 2 Body (Middle Section / Bulk): العرض / المتن

The body is the main part of your essay between the introduction and the conclusion. It includes the most vital and important content of the essay. The body of the essay can extend to two or more paragraphs according to the content. It is important to organize your thoughts and content. Write the information in a systematic flow so that the reader can understand.

إن المتن هو الجزء الرئيسي لمقالك بين المقدمة والخاتمة، وهو يتضمن المحتوى الأكثر أهمية والأكثر حيوية للمقال، ويمكن أن يمتد متن المقالة إلى فقرتين أو أكثر وفقاً للمحتوى، ومن المهم تنظيم أفكارك ومحتواك وأن تكتب المعلومات بتسلسل منتظم حتى يتمكن القارئ من فهمها.

### 3 Conclusion (Closing): الخاتمة

The conclusion is the last paragraph of the essay. Sometimes a conclusion will just restate the introductory paragraph but make sure the words and syntax (structures) are different. You can end your essay by providing some moral. Make sure you complete your essay with the conclusion, leave no hanging points.



الخاتمة هي الفقرة الأخيرة من المقال، وفي بعض الأحيان ستعيد الخاتمة صياغة الفقرة التمهيدية ولكن تأكد من اختلاف الكلمات وبناء الجمل، ويمكنك إنهاء مقالتك بتقديم بعض الدروس المستفادة. تأكد من إكمال مقالتك بالخاتمة ولا تترك أي نقاط معلقة.

• **What is a hook?** ما هي الجملة الافتتاحية؟

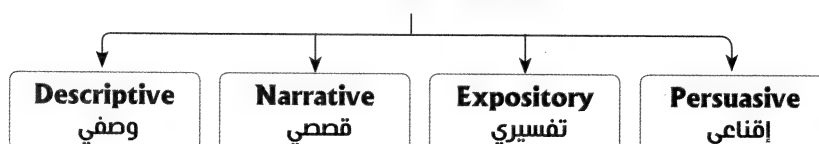
A hook is an opening statement in an essay that attempts to grab the reader's attention so that they want to read on.

هي الجملة الافتتاحية في المقال وتهدف الي جذب انتباه القارئ ليستمر في القراءة.

• **What are the main types of an essay?** ما هي الأنواع الرئيسية للمقال؟

Like the main types of a paragraph, there are four important types of essays:

**Types of Essay (paper)**



هذا وقد سبق شرح هذه الأنواع الأربعة عند مناقشة الفقرة الإنشائية (Paragraph)

• **What are the characteristics of a good essay?** ما هي خصائص المقال الجيد؟

<b>Coherence</b> الترايب (التسلسل المنطقي)	An essay should be organized logically, flow smoothly, and «stick» together. In other words, everything in the essay should make sense to a reader. يجب تنظيم المقال بشكل منطقي، وأن يتسم بالسلاسة، وأن «يتعلق» ببعضه البعض. بمعنى آخر، يجب أن يكون كل شيء في مقال مفهوماً للقارئ.
<b>Correctness</b> دقة اللغة	An essay should be written in a generally correct standard English, with complete sentences, and be relatively error-free. بشكل عام يجب كتابة المقال باللغة الإنجليزية القياسية الصحيحة، وباستخدام جمل كاملة، وأن يكون خالياً نسبياً من الأخطاء.
<b>Development</b> تطوير الفكرة	Each paragraph should support or expand the central idea of the essay. The idea of each paragraph should be explained and illustrated through examples, details, and descriptions. يجب أن تدعم أو تطور كل فقرة الفكرة المركزية للمقال. ويجب شرح فكرة كل فقرة وتوضيحها من خلال الأمثلة والتفاصيل والأوصاف.

Focus التركيز	An essay should have a single clear central idea. Each paragraph should have a clear main point or topic sentence. يجب أن يكون للمقال فكرة مركزية واحدة واضحة، ويجب أن تحتوي كل فقرة على نقطة رئيسية واضحة أو جملة موضوع.
Unity الارتباط (أحادية الفكرة)	Every paragraph in an essay should be related to the main idea. Each paragraph should stick to its main point. يجب أن ترتبط كل فقرة في المقال بالفكرة الرئيسية، ويجب أن تلتزم كل فقرة بفكرتها الرئيسية.

• What are the best steps of essay writing? ما هي أفضل الخطوات لكتابة المقال؟

1. Create a thesis statement (Choose a topic) اكتب الجملة الرئيسية
2. Make an outline (الشكل العام) حدد الخطوط العريضة
3. Begin with the body, not the introduction ابدأ بالمتن وليس المقدمة
4. Begin each paragraph with a topic sentence ابدأ كل فقرة بجملة رئيسية
5. Conclude your essay اكتب الخاتمة
6. Write your introduction اكتب المقدمة
7. Revise and proofread راجع وصحح الأخطاء

**Exercise on Essay (paper) Writing**

✪ Choose the correct answer from a , b , c or d :

1. An essay is .....
  - a. a series of sentences about one main topic.
  - b. a series of paragraphs about one main idea, or point.
  - c. the sentence that expresses the main point, or idea, of a paragraph.
  - d. an excellent way to get a lot of information down on paper.
2. How many paragraphs should you have in your essay?
  - a. Two paragraphs are enough for being called an essay.
  - b. At least four paragraphs must be there.
  - c. At least five paragraphs are required for an essay.
  - d. It doesn't really matter how many paragraphs are there.

3. What is the first paragraph of an essay called?
  - a. Conclusion
  - b. Body Paragraphs
  - c. Introduction
  - d. Exposition
4. What is the last paragraph of an essay called?
  - a. Introduction
  - b. Thesis Statement
  - c. Body Paragraphs
  - d. Conclusion
5. What are the middle paragraphs of an essay called?
  - a. Body Paragraphs
  - b. Conclusions
  - c. Introductions
  - d. Topic Sentences
6. How do you separate paragraphs?
  - a. A space
  - b. An indent
  - c. You don't separate paragraphs.
  - d. There is only supposed to be one paragraph.
7. The introductory paragraph has three parts. Which of the following is NOT part of the introductory paragraph?
  - a. thesis
  - b. direct quote
  - c. background
  - d. hook
8. What is the main idea of an essay called?
  - a. citation
  - b. topic sentence
  - c. introduction
  - d. thesis
9. What are the parts of a paragraph?
  - a. topic sentence, background sentences, thesis
  - b. hook, background sentences, thesis
  - c. topic sentence, supporting sentences, closing sentence
  - d. hook, background sentences, closing sentence
10. To ..... is to rewrite another writer's words and ideas into your own words.
  - a. paraphrase
  - b. summarise
  - c. include
  - d. conclude
11. When you think that the words of the other writer are too difficult, you ..... them.
  - a. paraphrase
  - b. summarise
  - c. include
  - d. conclude

12. How would you plan to link the paragraphs to each other in an essay writing?
  - a. I write a lot of ideas in each paragraph.
  - b. By making sure that each paragraph links to the introduction.
  - c. By stating different key points in each paragraph
  - d. By making sure that each paragraph links to the conclusion.
13. What is the most effective way of trying to use the linking words in essay writing?
  - a. Overusing transition words and expressions that are simple.
  - b. Using transition words and expressions between each sentence.
  - c. Learning only a few linking words and phrases to use.
  - d. Learning a lot of transition words and phrases to use.
14. Which one of these points do you include in an introduction?
  - a. Introduce topic areas in one or two sentences.
  - b. Final results.
  - c. Evidence.
  - d. Moral.
15. Which one of these points is included in the body of an essay?
  - a. Final results.
  - b. Summary of the topic
  - c. Thesis statement
  - d. A topic sentence in each paragraph that states the main idea
16. What does a conclusion include?
  - a. Summarizing your major points
  - b. Describing the topic
  - c. The positive and the negative points
  - d. The descriptive points
17. What do you need to include in a conclusion?
  - a. Introduce new details
  - b. New ideas
  - c. The thesis statement
  - d. Restating the thesis statement
18. The first sentence of your introductory paragraph is called the .....
  - a. concrete detail
  - b. thesis
  - c. conclusion
  - d. attention grabber (hook)

19. You should include ..... throughout your essay.  
 a. transition words   b. paragraphs   c. theses   d. closings
20. The first sentence of the conclusion paragraph should .....  
 a. include a quote  
 b. grab your readers attention  
 c. restate your thesis  
 d. summarize your body paragraphs
21. Your attention grabber الافتتاحية الجذابة (hook) should .....  
 a. state your thesis  
 b. make your reader become involved in the essay  
 c. summarize what you will be writing about  
 d. warn your reader from the essay
22. Thesis statements represent the main idea of the .....  
 a. first paragraph   b. body   c. conclusion   d. essay
23. What term is used to describe a "how-to" essay?  
 a. Persuasive   b. Descriptive   c. Expository   d. Narrative
24. A useful technique for persuasive writing is .....  
 a. element of surprise   b. poor writing  
 c. creativity   d. emotional appeals البُعد العاطفي
25. A ..... is some sort of a story.  
 a. descriptive   b. expository   c. narrative   d. persuasive
26. .... writing explains things.  
 a. Descriptive   b. Expository   c. Narrative   d. Persuasive
27. .... writing is intended to influence others.  
 a. Descriptive   b. Expository   c. Narrative   d. Persuasive
28. The purpose of a ..... essay is to use vivid details to give the reader a mental image of a person, place, thing, event, or idea.  
 a. descriptive   b. expository   c. narrative   d. persuasive
29. Which of these is not a characteristic of a good essay?  
 a. Formal style   b. Brevity   c. Personal touch   d. Fakeness
30. Which of these should be avoided in a good essay?  
 a. Formal words   b. Slang   c. Unity   d. Brevity

31. Which of these is not a type of essay?  
a. Personal essay                      b. Narrative essay  
c. Descriptive essay                  d. Argumentative essay
32. Which of these essays tells a story?  
a. Argumentative essays              b. Descriptive essays  
c. Reflective essays                    d. Narrative essays
33. .... must be avoided in a summary.  
a. Facts                      b. Ideas                      c. Repetitions              d. Verbs
34. It is recommended that you write the ..... paragraph last.  
a. introduction      b. thesis              c. body              d. conclusion
35. What is the first thing you should do when needing to write an essay?  
a. A promise.                      b. Choose a topic.  
c. A decision.                      d. No mistakes.
36. You should first write the ..... of your essay.  
a. moral                      b. sentence              c. body                      d. conclusion
37. An essay is .....  
a. a type of writing that has too many paragraphs  
b. a song with a story  
c. a poem that has many stanzas  
d. a type of writing that requires research
38. The introductory paragraph of an essay requires .....  
a. The topic, thesis, and main idea  
b. The supporting details  
c. The reason for the essay, the topic, and thesis  
d. a and b
39. After you write the main idea of paragraphs, .....  
a. include the thesis to remind the reader.  
b. make sure the supporting details are shown through the main idea.  
c. use opinion to show why your thesis is right.  
d. include supporting details with examples and specific details.
40. The conclusion of an essay should .....  
a. include last minute ideas and thoughts for the future.  
b. have a restatement of the thesis and thoughts for the future.  
c. be a recap of the whole essay.  
d. be only two sentences.

## IV Email Writing: كتابة رسائل البريد الإلكتروني

- What are the main parts of an email? ما هي الأجزاء الرئيسية لرسالة البريد الإلكتروني؟

### 1 Sender (From line): المُرسِل

The email address of the person who sent the message appears here. Most email services display the person's name before their email address to make it easier to identify them.

يظهر هنا عنوان البريد الإلكتروني للشخص الذي أرسل الرسالة، وتعرض معظم خدمات البريد الإلكتروني اسم الشخص قبل عنوان بريده الإلكتروني لتسهيل التعرف عليه.

### 2 Recipient (To line): المُرسَل إليه

If you are receiving the message, your email address probably won't appear here. Instead, you might see wording like "to me."

إذا كنت تتلقى الرسالة، فمن المحتمل ألا يظهر عنوان بريدك الإلكتروني هنا، وبدلاً من ذلك، قد ترى صياغة مثل "إليّ".

### 3 Subject line: شريط الموضوع

The subject line could be the most important part of the email. It tells recipients what the email is about. A good subject line summarizes the email and makes it sound important enough for the reader to open.

قد يكون شريط الموضوع أهم جزء في رسالة البريد الإلكتروني، فهو يخبر المستلمين عن موضوع البريد الإلكتروني، ويلخص شريط الموضوع الجيد البريد الإلكتروني ويجعله يبدو مهماً بدرجة كافية حتى يشجع القارئ للقيام بفتحه.

### 4 Openers / Salutation / Greeting الافتتاحية / التحية

Your email salutation, or greeting, should match the tone you're trying to set in the rest of your email. Don't skip this part unless you are emailing back and forth quickly with someone in a virtual conversation.

يجب أن تتطابق التحية عبر البريد الإلكتروني مع طبيعة موضوع بريدك الإلكتروني، ولا تتخط هذا الجزء إلا إذا كنت تتبادل إرسال البريد الإلكتروني ذهاباً وإياباً بسرعة مع شخص ما في محادثة افتراضية.

## 5 | Body الموضوع

The email body contains the message of the email. Effective emails keep their email bodies short and add more extensive information to the attachments. For formal emails, such as messages to an employer or emails to your teacher, it's best to avoid common email abbreviations.

يحتوي موضوع البريد الإلكتروني على رسالة (هدف) البريد الإلكتروني، ولكي تكون رسائل البريد الإلكتروني فعالة لابد أن تكون قصيرة تُضاف المعلومات التفصيلية إلى المرفقات. وبالنسبة إلى رسائل البريد الإلكتروني الرسمية مثل الرسائل إلى صاحب العمل أو رسائل البريد الإلكتروني إلى معلمك فمن الأفضل تجنب الاختصارات الشائعة في البريد الإلكتروني.

## 6 | Closings الخاتمة

The closing you choose should match the tone of the rest of the email. Formal closings include "Sincerely" and "Thank you," while more friendly messages can use "Talk to you soon!" or "See you later!"

يجب أن تتماشى الخاتمة التي تختارها مع طبيعة موضوع البريد الإلكتروني، وتشمل الخواتيم الرسمية عبارات مثل "مع خالص الشكر" و "شكرًا لك"، بينما يمكن للرسائل الأكثر ودية استخدام عبارة "أتحدث إليك قريبًا!" أو "أراك لاحقًا!"

## 7 | Signature / sign-off التوقيع / الإنهاء

Friendly emails might sign off with the sender's name. But many business email accounts have signature sections that include the sender's position, company and even company logo. These extended signatures are helpful when reaching out to clients or employees from other companies.

قد يتم توقيع رسائل البريد الإلكتروني الودية باسم المرسل، لكن العديد من حسابات البريد الإلكتروني للأنشطة التجارية بها أقسام توقيع تتضمن منصب المرسل وشركته وحتى شعار الشركة، وهذه التوقيعات التفصيلية مفيدة عند التواصل مع العملاء أو الموظفين من الشركات الأخرى.



• What are the main differences between formal and informal emails?

ما هي الاختلافات الرئيسية بين رسائل البريد الإلكتروني الرسمية وغير الرسمية؟

	Formal email	Informal email
Style الأسلوب	Formal writing is straight to the point, less detailed, and are written in a passive tone. الكتابة الرسمية مباشرة وفي صلب الموضوع، والجمل أقل تفصيلاً وتكون مكتوبة في صيغة المبني للمجهول. مثال: Ayman's reservation has been confirmed for Monday.	Informal writing uses descriptive words and is written with an active voice. الكتابة غير الرسمية تستخدم عبارات وصفية وتكون مكتوبة في صيغة المبني للمعلوم. مثال: Ayman received a confirmation email saying that his reservation has been confirmed for Monday.
Salutation التحية	- Dear + title + name - Dear sir, - Dear Sir or Madam, - Dear Madam,	Hi + name Hello + name Hey + name
language اللغة	- Do not use contractions like: لا تستخدم اختصارات مثل: can't / don't / I'm / they're .... - Do not use abbreviated words لا تستخدم كلمات مختصرة مثل: ASAP / LOL ... - Do not use imperatives لا تستخدم صيغة الأمر مثل: Stop / Go ahead	You can use contractions / abbreviated words and imperatives يمكنك استخدام الاختصارات والكلمات الموجزة وصيغة الأمر
Sign-off الإنهاء	Regards / Yours Sincerely / Thank you / Yours faithfully / Best wishes	Bye / See you later / Talk to you later!

• Important notes :

- الجزء الذي يسبق (@) في عنوان البريد الإلكتروني يُسمى (user name)
- الجزء الذي يتبع (@) في عنوان البريد الإلكتروني يُسمى (domain name)
- لفتح البريد الإلكتروني تحتاج لـ (user name) و (password)

## Exercise on Email Writing

★ Choose the correct answer from a , b , c or d :

1. The word 'email' stand for..... mail.  
a. black                      b. Electric                      c. Electronic                      d. everywhere
2. Which could be a valid E-mail address?  
a. http://www.education.gov                      b. letter://www.education.gov  
c. mail://www.education.gov                      d. moasser@exams.com
3. What is a '.com' in a web address mean?  
a. Comedy                      b. Communication  
c. Command                      d. Commercial
4. What is used to separate the two parts of an email address?  
a. @                      b. \*                      c. ://                      d. #
5. The..... is the part of an e-mail message that contains the address of the sender and recipient.  
a. body                      b. header                      c. footer                      d. closing
6. You can send a / an ..... with an e-mail.  
a. attachment                      b. SMS                      c. letter                      d. envelope
7. The first part of your email address before the '@' is called your .....  
a. username                      b. password                      c. domain name                      d. address
8. The second part of your email address after the '@' is called your .....  
a. username                      b. password                      c. domain name                      d. address
9. To sign into your account, you will need your username and your .....  
a. title                      b. password                      c. domain name                      d. address
10. An inbox is where you can find ..... mail.  
a. trash                      b. deleted                      c. sent                      d. received
11. In an email message, the .....-line is where you type the email address of the recipient.  
a. to                      b. from                      c. subject                      d. into
12. An attachment can be .....  
a. digital photos                      b. documents                      c. jewellery                      d. a & b
13. You should never .....  
a. write impolite things to the person you are emailing  
b. attach unnecessary files to your email message  
c. ask for or give out personal information  
d. all of the above

14. A good rule to follow is to .....  
a. reread your message before you send it  
b. write things that make sense  
c. use a spellcheck  
d. all of the above
15. You should check your inbox .....  
a. every single minute of the day      b. when you are told to  
c. often      d. when the mailbox is full
16. Before you send an email, .....  
a. make sure you have the correct email address  
b. reread the email and correct any errors  
c. make sure your message will not make anyone feel bad  
d. all of the above
17. Your closing of an email when you open with: (Dear Sirs / Dear Sir or Madam; /To whom it may concern) should be.....?  
a. Take care,      b. Bye,      c. Yours faithfully,      d. Hi
18. In an informal email you could write .....  
a. Yes, I've got your message.  
b. I have received your email about...  
c. No abbreviations  
d. all the above
19. If you don't know the person's name in a formal email, you could write .....  
a. Yo!      b. Dear Sir,  
c. Dear Madam,      d. Dear Sir / Madam,
20. If you close your email with 'Yours sincerely', you could have opened with ..... ?  
a. Dear Mr,      b. Dear Mum,      c. Dear Rania,      d. Hi Guys,
21. To give options, which linking word should you use in this sentence:  
"I like watching TV ..... listening to music in my spare time."  
a. and      b. or else      c. besides that      d. as well
22. When you know the person well and have an informal business relationship use ..... to close an email.  
a. Yours sincerely,      b. Yours faithfully,  
c. Best wishes,      d. Bye,